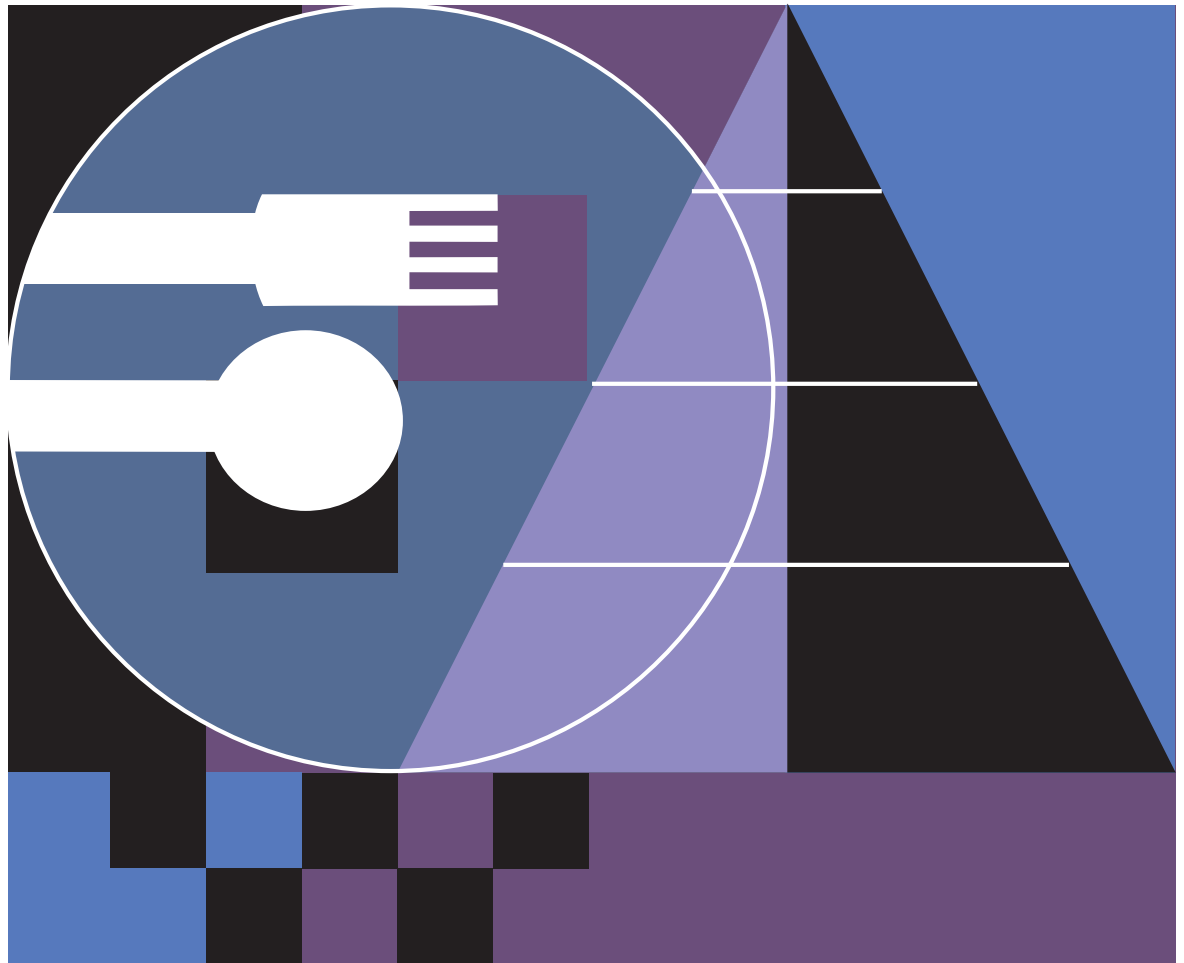


Food Assistance and Nutrition Research Program

Competitive Grants Program:
Description and Application Process

**Studies of Households Who Leave
the Food Stamp Program**



United States Department of Agriculture
Economic Research Service
Food Assistance and Nutrition Research Program
Competitive Grants Program: Description
and Application Process
Studies of Households Who Leave the Food Stamp Program

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**United States Department of Agriculture
Economic Research Service
Food Assistance and Nutrition Research Program
Competitive Grants Program: Description and Application Process
Studies of Households Who Leave the Food Stamp Program**

Overview

Applications are invited for competitive grant awards in the United States Department of Agriculture's Economic Research Service for Fiscal Year (FY) 1998. The intent of this document is to provide background on one specific research area of interest to the Food Assistance and Nutrition Research Program (FANRP), application procedure, submission deadline, and application guidance.

Funding in FY 1998 for this competitive grants program will be between \$1 and \$2 million. The Economic Research Service (ERS) will accept proposals under this announcement for funding levels between \$200,000 and \$400,000. ERS invites applications for research into the status of households who leave the Food Stamp Program. Of particular interest are able-bodied adults between the ages of 18 and 50 without dependents (ABAWDs). Several state, city, or county study sites will be funded by ERS that will enable the grantee to track how individuals do in the first year after they leave the Food Stamp Program. Favorable consideration will be given to applicants whose proposal would include a nonmetropolitan area with historically high poverty rates. The analysis will focus on individuals' ability to obtain employment, the support provided by their earnings and other income sources, and support provided by public and/or private programs. The funds could support a newly designed project or could be used to add new data sources and analyses to an existing project.

For parties interested in seeking overall FANRP information, including information on small grants, and other competitive grants and cooperative agreements, visit the ERS web site at <http://WWW.ECON.AG.GOV>.

Authority

The authority for this program is contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 1998 (P.L. 105-86). Under delegated authority to ERS, provided at 7 USC 3318, the Secretary may award competitive research grants for periods not to exceed 5 years, for the support of research projects to further research, extension and teaching programs. ERS' program is targeted to research on the Food Stamp Program (FSP), Child Nutrition Programs (School Breakfast Program, National School Lunch Program, Summer Food Service Program, and Child and Adult Care Food Program), and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Applicable Regulations

Regulations applicable to this program (as specified in those regulations) include the following: (a) procedures to be followed when submitting grant proposals and rules governing the evaluation of proposals; (b) the USDA Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, 7 CFR 3019; (c) the USDA Uniform Federal Assistance Regulations, 7 CFR Part 3015; and (d) the USDA Uniform Administrative Requirements for Grants to State and Local Governments, 7 CFR Part 3016.

Research Priority

This document focuses on research to be conducted on issues regarding the status of households who leave the Food Stamp Program (FSP) after the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) was implemented.

Background

The Food Stamp Program (FSP) is now the largest noncategorical Federal entitlement program targeted at low-income households. PRWORA fundamentally altered both the rules for FSP participation and the importance of the FSP for households moving away from program assistance toward economic self-sufficiency. For households with children, the FSP may serve as a transitional program in which they participate for some time after leaving the Temporary Assistance for Needy Families (TANF). While it is likely that the strong economy has enabled many to move into the workplace, little beyond anecdotes indicates what happens to these households once they leave FSP.

The FSP rule changes are particularly critical for a subgroup of participants, ABAWDs, because they must either meet work requirements or face strict time limits on participation. ABAWDs, who are not otherwise exempt from work registration may not receive assistance for more than 3 months within any 36-month period unless engaged in a work or training activity at least 20 hours a week. Just as for households with dependent children, there is relatively little concrete information about outcomes for this subgroup.

The need to evaluate the match between policy objectives and program implementation ultimately calls for more extensive data development, coupled with more complex analyses of FSP participation that control for external, nonprogram-related factors. Administrative records provide a reliable estimate of individuals receiving benefits. Examining the situation of recipients once they leave would require additional data collection efforts, such as contacting recipients a number of months after they leave the caseload, and/or linking public assistance databases to those that store earnings data or other public programs. Because PRWORA changed the FSP

and created the TANF program, research specifically designed to focus on tracking former FSP recipients is necessary.

Specific Research Tasks

- A.** Develop data-linkage, data gathering, and data analysis projects that will provide information and analysis to ascertain the well-being and sources of support for former FSP recipients. (Note to applicants: If the applicant is also responding to Department of Health and Human Service (DHHS), Assistant Secretary for Planning and Evaluation (ASPE) announcement for studies of families leaving the TANF program, then the applicant should specify how the two activities would be coordinated.)
- B.** Sample all individuals who leave the FSP sometime during calendar year 1997 and use administrative records to follow them during the calendar year 1998. ERS recognizes the large variation in the amount and scope of administrative program data that states collect. It is, therefore, highly unlikely that every applicant would have access to administrative data related to all of the issues and questions raised in this section. Applicants may enrich their administrative data by linking individual records with surveys of former recipients or other data sources.
- C.** Use a scientifically acceptable probability sampling method in which every sampling unit in the population has a known, nonzero chance to be included in the sample. Sample size should be large enough to assure that FSP leavers could be subdivided into three or four policy relevant subgroups with sufficient observations to make statistically reliable comparisons. ABAWDs will be one of the subgroups. The ABAWDs must be selected from geographical areas without time-limit waivers and must not be otherwise exempt from work requirements. Consideration should also be given to identifying and sampling appropriate control groups.
- D.** Record the characteristics of FSP recipients at the point of closure, including the reason for leaving the FSP. A number of research issues provide a degree of compatibility across all funded areas and serve as a guide to assist prospective applicants in framing data gathering and analysis. They include whether former FSP recipients are employed, how much they are earning, whether their earnings have increased, and whether they have returned to the FSP. It may also be possible to provide an indication of whether former FSP recipients have received additional education or job training; whether their well-being has improved, worsened, or been maintained; whether they have used or been involved with the child welfare system; whether they continue to receive Supplemental Security Income (SSI), Medicaid, and child care subsidies; whether they have had any food or housing insecurity; and whether they have other public and/or private sources of support.

- E. Address employment and earnings outcomes. Examples of research questions surrounding employment and earnings include: How long does it take former FSP recipients to find jobs? What types of jobs do they hold? How long do they stay in their jobs? If they are not employed, why not? What level of wages do they receive and how much do they receive in total earnings? What sort of work schedules do they have? What, if any, employer-provided fringe benefits and training do they receive? Are there any significant barriers to accessing these fringe benefits?
- F. Additional topic areas are optional, but because ERS believes all these areas to be important indicators of well-being, applicants are urged to address as many areas as they believe to be feasible. Richness of data will be a primary criterion under which proposals are evaluated. While each of the topical areas below presents a range of issues, the suggested research questions are in no way meant to be exhaustive. If applicants have additional questions which they feel are relevant, they are encouraged to raise them in their proposal. Additional topical areas with examples of potential research questions include the following:
- **Other Sources of Support.** What role do extended family resources and support play in the well-being of FSP leavers? What role do public and/or private programs play? What role do child support payments play?
 - **Barriers to Self-sufficiency.** Do former recipients appear to face any of the following barriers to employment: literacy, limited English proficiency, transportation, inadequate skill levels and/or work attitudes?
 - **Education/Training.** Have former FSP recipients recently participated in publicly supported job training programs? Have they enrolled in a formal education program?
 - **Child Care.** To what extent is child care available to FSP leavers and what are the most common arrangements? What is the source of payment for child care? What is the quality of these arrangements?
 - **Recidivism.** How many individuals/families return to welfare? When and why? What effect do other issues listed here appear to have on recidivism?
 - **Health.** What is the health status of former FSP recipients? Do they have difficulties accessing health care? Do they have access to health insurance? From what source (employer provided, Medicaid, Child Health Insurance Program)? Are premiums or copays required? Which family members are covered?
 - **Food Insecurity.** Do former FSP recipients report always having enough money for food? Do they rely on emergency feeding centers?

- **Housing Insecurity.** Have former FSP recipients been forced to double-up or move in with relatives? Do they report not always having enough money to pay the rent? Have they experienced periods of homelessness?
 - **Reasons for Case Closure.** What reason is recorded in the case record? What reason is reported by the recipient?
- G.** Participate in joint discussions in Washington, D.C., to ensure a level of comparability of issues addressed and data created across various projects, as well as to allow for peer-to-peer contacts. Travel costs for at least two trips to Washington, D.C., must be included in the budget (ARS-455). One trip shall be a joint meeting of all awardees at the start of the project. Another shall be at the completion of the research.

Eligibility Requirements

Proposals may be submitted by any state agencies and counties that administer the FSP with sizable caseloads and any state agricultural experiment station, college, university, other research institution or organization, Federal agency, private organization, corporation, or individuals who have collaborative relationships with states. Consortia of states and/or organizations are also encouraged to apply. Proposals submitted by non-United States organizations will not be considered for support.

Peer Review of Applications

All grant proposals will be acknowledged. If acknowledgment is not received within 30 days of the submission deadline, please contact the FANRP business office at (202) 694-5405. Prior to technical examination, a preliminary review will be made for responsiveness to the Program Description (for example, relationship of the proposal to the announced program and proposed requirements).

Proposals that do not fall within the guidelines as stated in this document will be eliminated from program competition, and the applicant will be notified in writing.

Peer review panels will be convened to review proposals. Notification of disposition of proposals will be made by October 31, 1998, in writing.

Peer review panel members will be selected based upon their training and experience in relevant research or technical fields, taking into account the following factors:

- The level of formal social science or technical education and experience of the individual as well as the extent to which an individual is engaged in relevant research and other activities; and

- The need to include as peer reviewers experts from various areas of specialization within relevant social science or technical fields.

During the peer evaluation process, extreme care will be taken to prevent any actual or potential conflicts of interest that may have an impact on review or evaluation. Names of submitting institutions and individuals, as well as proposal content and peer evaluations, will be kept confidential among ERS staff members and peer reviewers.

Evaluation Factors

The following evaluation factors will be used in reviewing proposals for competitive grants:

- Research merit of the proposal, consisting of:
 - ▶ Clarity and delineation of objectives that demonstrate ability to address research questions;
 - ▶ Adequacy of the description of the undertaking;
 - ▶ Suitability and feasibility of methodology;
 - ▶ Demonstration of feasibility through preliminary data;
 - ▶ Probability of success of project;
 - ▶ Novelty, uniqueness, and originality; and
 - ▶ Assurances of access to administrative data.
- Qualifications of proposed project personnel and adequacy of facilities:
 - ▶ Training and demonstrated awareness of previous and alternative approaches to the problem identified in the proposal, and performance record and/or potential for future accomplishments;
 - ▶ Time allocated for systematic attainment of objectives;
 - ▶ Institutional experience and competence in subject area; and
 - ▶ Adequacy of available or obtainable support personnel, facilities, and instrumentation.

How To Obtain Application Materials

Please note that this document, with a downloadable budget form, is available on the ERS website at **<http://WWW.ECON.AG.GOV>**. Photocopies of materials and forms are acceptable. Paper copies may also be requested from:

FANRP/ERS
1800 M Street, NW, Room 2141
Washington DC 20036-5831
Telephone: (202) 694-5405
Fax: (202) 694-5661

Application Process

Overview

These guidelines are provided to assist you in preparing a proposal to the Food Assistance and Nutrition Research Program Competitive Grants Program for Studies of Households Who Leave the Food Stamp Program. Please read these guidelines carefully before preparing your submission.

A checklist for completing a proposal is included in the back of this document and may be duplicated.

Submission Requirements

The purpose of a grant proposal is to persuade the FANRP and members of the food assistance and nutrition research community who provide advice to the FANRP that the proposed project is important, methodologically sound, and worthy of support under the Evaluation Factors listed on page 9. The application should be self-contained, should clearly present the merits of the proposed project, and should be written with care and thoroughness. It is important that all essential information for comprehensive evaluation be included. Omissions often result in processing delays and may jeopardize funding opportunities.

In preparing the proposal, applicants are urged to ensure that the name of the principal investigator and, where applicable, the name of the submitting institution are typed at the top of each page. This will permit easy identification in the event that the application becomes disassembled during the review process.

Format and Contents of Proposal

Application for Funding Cover Page

Each copy of the proposal must contain an application for funding cover page (no form included), which must be assembled as the first page of the application. At least one copy of this information must contain pen-and-ink signatures as outlined below. In completing this information, please note the following:

- **Title of Proposal.** The title of the proposal must be brief, yet represent the major thrust of the project. Because this title will be used to provide information to those who may not be familiar with the proposed project, highly technical words or phraseology should be avoided where possible. In addition, phrases such as "investigation of" or "research on" should not be used.

- **Program to Which You Are Applying.** "FANRP"
- **Research Area.** State the research area for the project as "Studies of Households Who Leave the Food Stamp Program."
- **Principal Investigator(s)/Project Director(s).** List the name(s) of the proposing principal investigator(s). If there is more than one investigator, all must be listed and all must sign the application for funding cover page. Co-principal investigators should be limited to those required for major research collaboration; minor collaborators or consultants are more appropriately designated as collaborators (see page 13). Only the principal investigators listed will receive direct correspondence from the FANRP.
- **Telephone Numbers.** Please list the telephone and fax numbers and the E-mail address (if available) of the principal investigator(s). In addition, please include a telephone number where a message can be left, if different than above.
- **Signatures.** Sign and date the application for funding cover page. All proposals must be signed by the proposing principal investigator(s) and, for those proposals being submitted through institutions or organizations, endorsed by the authorized organizational representative who possesses the necessary authority to commit the applicant's time and other relevant resources. Investigators who do not sign the application for funding cover page will not be listed on the grant award document in the event that an award is made. Proposals that do not contain the signature of the authorized organizational representative cannot be considered for support.

Table of Contents

A Table of Contents, itself unpaginated, should be placed immediately after the application for funding cover page. This table should direct the reader to the pages for all sections of the proposal, beginning with the Project Description on page 1.

Project Summary

The proposal must contain a Project Summary, and must be assembled as the third page of the proposal (immediately after the Table of Contents) and should not be numbered. The names and institutions of all principal and co-investigators should be listed (if space is insufficient, please enter "see attached" space and provide this information on a separate sheet immediately following the Project Summary in the proposal). The project summary should not exceed one page. The summary is not intended for the general reader; consequently, it may contain technical language comprehensible by persons in disciplines relating to the food and social sciences. The project summary should be a self-contained, specific description of the activity to be undertaken and should focus on:

- Overall project goal(s) and supporting objectives; and
- Plans to accomplish project goal(s).

The importance of a concise, informative project summary cannot be over-emphasized.

Project Description

The written text may not exceed 15 single- or double-spaced pages and may not exceed a total of 20 pages including figures and tables. The proposal should be assembled so that the Project Description immediately follows the Project Summary. To clarify page limitation requirements, page numbering for the Project Description should start with 1, and should be placed on the bottom of the page. Figures and tables are not included in the 15-page limitation. All proposals are to be submitted on standard 8-1/2" x 11" paper. In addition, margins must be at least 1", type size must be 12 point (equivalent to this size for some printers is 10 pitch or 10 characters per inch, which is also acceptable), there should be no more than 6 lines per inch, and there should be no page reductions. The project description must contain the following components:

- **Introduction.** A clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project should be included. The most significant published work in the field under consideration, including the work of key project personnel on the current application, should be reviewed. The current status of research in this field should also be described.
- **Preliminary Data and On-Going Research.** Data pertinent to the proposed research should be included in a separate section. All data collection activities and data sources, including that of key personnel, should be referenced.
- **Research Methods.** The hypotheses or questions being asked and the methodology being applied to the proposed project should be stated explicitly. Specifically, this section must include:
 - ▶ A description of the research proposed in the sequence in which it is proposed and to be performed;
 - ▶ Techniques to be used in carrying out the proposed project, including the feasibility of the techniques;
 - ▶ Means by which data will be analyzed or interpreted;
 - ▶ Pitfalls that may be encountered and how they may be overcome;
 - ▶ Limitations to proposed procedures;
 - ▶ A tentative schedule for conducting major steps involved in these investigations and/or experiments; and
 - ▶ Research capacity and staffing.

In describing the research plan, the applicant must explain fully any materials, procedures, situations, or activities that may be hazardous to personnel (whether or not they are directly related to a particular phase of the proposed project), along with an outline or precautions to be exercised to avoid or mitigate the effects of such hazards. Any novel ideas or contributions that the proposed project offers should also be discussed in this section.

Note: The sections detailed below are not included in the page limitations for the Project Description section.

References to Project Description

All references cited should be complete, including titles and all co-authors, and should conform to an accepted journal format.

Collaborative Arrangements

If the nature of the proposed project requires collaboration or subcontractual arrangements with other research scientists, corporations, organizations, agencies, or entities, the applicant must identify the collaborator(s) and provide a full explanation of the nature of the collaboration. Evidence (that is, letters of intent) should be provided to assure peer reviewers that the collaborators involved have agreed to render this service.

When a project requests funds for multiple institutions, a lead institution must be designated. Only one proposal may be submitted for the project and only from the lead institution. Other institutions may be designated as subcontractors. Proposals with application for funding cover pages from more than one institution are not permitted and will be returned without review. Identical proposals submitted by different investigators from different institutions are also not permitted and will be returned without review.

Vitae and Publication List(s)

To assist peer reviewers in assessing the competence and experience of the proposed project staff, all personnel who will be involved in the proposed project must be identified clearly. For each principal investigator listed on the application for funding cover page, for all collaborators and other senior personnel who expect to work on the project in a significant fashion (for instance, expectation of co-authorships on ensuing publications), whether or not funds are sought for their support, and all subcontractors, the following should be included:

Curriculum Vitae (CV). The curriculum vitae should be limited to a presentation of academic and research credentials, such as, educational, employment, and professional history, honors, and awards. The vitae shall be no more than two pages each in length, excluding publications listing.

Publication List(s). A chronological list of all major publications during the past 5 years, including those in press, must be provided for each professional project member for whom a curriculum vitae is provided. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete references as these usually appear in journals.

Budget (Form ARS-455)

A summary budget is required detailing requested support for the overall project period, which is not to exceed 3 years.

Funds may be requested under any of the budget categories listed, provided that the item or service requested is identified as necessary for successful conduct of the proposed project, allowable under applicable Federal cost principles, and not prohibited under any applicable Federal statute or regulation.

Budget items include:

- ▶ Salaries and wages
- ▶ Nonexpendable equipment
- ▶ Materials and supplies
- ▶ Domestic travel
- ▶ Publication costs/page charges
- ▶ Computer costs
- ▶ Other direct costs
- ▶ Indirect costs
- ▶ Cost sharing

Salaries of senior research members and other personnel who will be working on the project may be requested in proportion to the effort they will devote to the project.

Current and Pending Support

The information in this section of the proposal provides reviewers with an opportunity to evaluate the contribution the proposed work will make to the investigators' overall research program.

The proposal must list any other current public or private research support (including in-house support) to principal investigator(s) listed on the application for funding cover page, whether or not salary support for the person(s) involved is included in the budget. The FANRP must be informed of changes in pending grant support that arise after the proposal has been submitted. Nonflexible funds--including principal investigator and support staff salaries, overhead expenses, and office space--may be excluded when these funds are received through a noncompetitive process. Analogous information must be provided for any pending proposals, including this proposal, that are now being considered by, or that will be submitted in the near future to, other possible sponsors, including other USDA programs or agencies. Note that this proposal must be listed as Pending. In addition to completing the information, investigators also should include a brief statement of research objectives or project summaries for all projects listed in Current and Pending Support (excluding formula funding and intramural support). Concurrent submission of identical or similar proposals to other possible sponsors will not prejudice proposal review or evaluation by the Program Manager or experts engaged by the Program Manager for this purpose.

Please include the following information under the heading Current and Pending Support. Items to include:

- ▶ Record information for active and pending projects in two sections by name, supporting agency, total funding amount, effective and expiration dates, percentage of time committed and title of project.
- ▶ All current research to which principal investigator(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.

Additions to Project Description

Each project description is expected to be complete without the need to refer to additional materials. However, additions to the Project Description (appendices) are allowed if they are directly germane to the proposed research and are strictly limited to a total of two pages. This total may include reprints (papers that have been published in peer-reviewed journals) or preprints (manuscripts in press for a peer-reviewed journal must be accompanied by letter of acceptance from the publishing journal).

Manuscripts sent in support of the proposal should be single-spaced and printed on both sides of the page. Each manuscript must be identified with the name of the submitting organization, the name(s) of the principal investigator(s), and the title of the proposal, and be securely attached to each copy of the proposal. Staff of the FANRP will not collate applicant proposals or proposal addenda.

Information may not be appended to a proposal to circumvent page limitations prescribed for the project description. Extraneous materials will not be used during the review process.

What/Where To Submit

An original and 10 copies of the application are required. All copies of each proposal must be mailed in a single package. In addition, please ensure that each copy of the proposal is stapled securely in the upper left-hand corner. DO NOT BIND any of the copies of the proposal, as it will only delay processing.

Every effort should be made to ensure that the proposal contains all pertinent information when originally submitted. Prior to mailing, it is urged that the proposal be compared with the checklist at the back of this document.

To ensure prompt receipt of submitted proposals, use First Class or Express mail, or a courier service. To be considered for funding this fiscal year, proposals (an original and 10 copies) must be transmitted by the relevant date indicated in the FANRP Program Description (as indicated by postmark or date on courier bill of lading). Late proposals will not be considered. Electronic or fax submissions will not be accepted.

Address for Submitting Proposals:

Economic Research Service
FANRP
1800 M Street, NW, Room 2141
Washington DC 20036-5831
Telephone: (202) 694-5400
Fax: (202) 694-5661
E-mail: lesleel@econ.ag.gov

Proposal Disposition

When each peer review evaluation is completed, the responsible program staff of the FANRP will recommend that the project (a) be approved for support from currently available funds or (b) be declined due to insufficient funds or unfavorable review.

The FANRP reserves the right to negotiate with the principal investigator or project director and/or with the submitting organization or institution regarding project revisions (for example, reductions in the scope of work, funding level, or period) prior to award.

A proposal may be withdrawn at any time before a final funding decision is made regarding the proposal; however, withdrawn proposals will not be returned. One copy of each proposal that is not selected for funding (including those that are withdrawn) will be retained by the FANRP for a period of 1 year. The remaining copies will be destroyed.

Duration of Awards

Within the limit of available funds, the awarding official shall make grants to those responsible, eligible applicants whose proposals are judged most meritorious in the announced program areas under the evaluation criteria and procedures set forth. FANRP does not anticipate funding a project which spans more than 3 years.

Management Information

Specific management and organizational information relating to an applicant shall be submitted on a one-time basis prior to the award of a competitive grant. Copies of forms recommended for use in fulfilling the requirements will be provided by the FANRP Office once a grant has been recommended for funding.

Notice of Award

A competitive grant award document, containing the budget, terms and conditions of the award, and other necessary information, will be prepared and forwarded to each grantee, along with a

Notice of Competitive Grant Award, by the Administrative and Financial Management Division, ARS, USDA.

Financial Obligations

For any competitive grant awarded, the maximum financial obligation of ERS shall be the amount of funds authorized for the award. This amount will be stated on the award instrument and on the approved budget. However, in the event an erroneous amount is stated on the grant award instrument, the approved budget, or any supporting document, ERS reserves the unilateral right to make the correction and to make an appropriate adjustment in the amount of the award to align with the authorized amount.

Nothing in these guidelines or any program announcement shall obligate ERS, the Department, or the United States to take favorable action on any application received in response to any announcement, or to support any project at a particular level. Further, neither the approval of any application nor the award of any project grant shall commit or obligate the United States in any way to make any renewal, supplemental, continuation, or other award with respect to any approved application or portion of an approved application.

Post-Award Administration

Awardees will be required to ensure that all funds are expended in accordance with the terms and conditions of the award, Departmental regulations, and the applicable Federal cost principles in effect on the date of the award. Responsibility for the use and expenditure of grant funds may not be transferred or delegated in whole or in part to another party (even if a grantee enters into a contractual relationship with that party), unless the grant itself is transferred in whole or in part to another party by ERS.

Authorization to make changes in approved project plans, budget, period of support, etc., will be governed by the terms and conditions of the competitive grant award. Among other things, these terms and conditions will set forth the kinds of post-award changes that may be made by the awardee and the kinds of changes that are reserved to the FANRP Office. It is urged that all key project personnel and authorized organizational representatives read them carefully.

Release of Information

ERS receives grant proposals in confidence and will protect the confidentiality of their contents to the extent permitted by law. When a proposal results in a grant, however, it becomes part of the public record and is available to the public upon written request. Copies of proposals (including excerpts from proposals) that are not funded will not be released. Information regarding funded projects will be made available to the extent permitted under the Freedom of Information Act, the Privacy Act, and implementing USDA regulations.

Requests to obtain authorized information (and fee schedule relating to the handling of this information), or to obtain information regarding procedures related to release of grantor information should be directed to the National Freedom of Information Act (FOIA), Coordinator, ARS Information Staff, 6303 Ivy Lane, Room 406, Greenbelt, MD 20770; telephone (301) 344-2207.

Checklist

All proposals submitted under the FANRP must contain the applicable elements outlined in these guidelines. The following checklist has been prepared to assist in ensuring that the proposal is complete and in the proper order prior to mailing:

- Application for Funding Cover Page
 - ▶ Is all required information accurate and complete?
 - ▶ Have all principal investigators and the authorized organizational representative (when required) signed the form?
 - ▶ Does one copy contain pen-and-ink signatures?
 - ▶ Have you included a telephone number where a message may be left for you?
- Table of Contents
 - ▶ Are page numbers included for each item?
- Project Summary
 - ▶ Has the Project Summary been included?
 - ▶ Do the name and institution of all investigators appear on the page, or on the following page?
 - ▶ Does it include research objectives?
 - ▶ Is it 250 words?
- Project Description
 - ▶ Is the project fully described?
 - ▶ Does this section adhere to the format and page limitations, as specified?
 - ▶ Does this section begin as page 1, as specified?
- References to Project Description
 - ▶ Are all references cited?
 - ▶ Are all citations referenced?
 - ▶ Do all citations contain a title and are they in accepted journal format?
- Documentation from Collaborator(s), or Host Institution (where appropriate)
- Vitae and Publication List(s)
 - ▶ Are vitae included for all investigators, senior associates, and other key project personnel (including subcontractors--see instructions)?
 - ▶ Is the vitae current and pertinent?
 - ▶ Is the publication list complete and limited to the last 5 years?
- Budget (form ARS-455)
 - ▶ Are budget items complete?

- ▶ Is summary budget included?
- General
 - ▶ Does the proposal conform to all format and page limitations and deadline requirements?
 - ▶ Are there an original and 10 copies?
 - ▶ Are all copies complete?

ERS Deadline Date

The following fixed date has been established for proposal submission deadlines within the FANRP. To be considered for funding in fiscal year 1998, proposals must be received by the date listed below (as indicated by postmark or date on courier bill of lading).

Postmarked Dates	Program Areas
June 29, 1998	Studies of Households Who Leave the Food Stamp Program